

# ACOPS 3 DAY GAS RENEWAL Booking Form



Course Location	Course Date

Contact Name	give name in full		
Company			
Address			
Post Code		Tel No	
		Fax No	
Email Address			

**Send  
Booking Form To**

Caravan Industry  
Training Ltd  
74-76 Victoria Road  
Aldershot  
Hampshire  
GU11 1SS

Fax: 01252 796086

Tel: 01252 796085  
sallyann@cito.org.uk  
Web: www.cito.org.uk

**Course Costs**

NCC Member Rate  
£375+VAT

Non Member Rate  
£450+VAT

<u>Delegates</u>			Please indicate below the delegates current ACoPs expiry date
First Name	Surname		

Please give first names in full and NOT initials

**Terms & Conditions**

Please read the terms and conditions on the bottom and reverse of this form carefully before returning to us as they contain important information regarding your rights and obligations!

I have read and understood the terms & conditions

Signed  Date

**Course  
Coordinator**

Sallyann Adams

*Bookings will not be confirmed on any course until minimum numbers are reached. Bookings can be substituted up to 10 days before the beginning of the ACoPs course. Because CITO has to make a substantial financial commitment to the gas training provider, **cancellations made less than 6 weeks before the start of the course will not be entitled to any return of course fees, and will still be liable to payment of any invoices that may be issued relating to places held** unless the place can be subsequently filled.*

*Course cost includes training, assessment, course materials, refreshments during the training day and certification. Accommodation is not included.*

# CITO TRAINING TERMS & CONDITIONS

## **Section I [Applications & Booking]**

1. Receipt of the signed booking form by CITO is regarded as acceptance of these Terms and Conditions.
2. All Applications must be made in writing and received at the CITO office by the closing date (where applicable).
3. Bookings can not be confirmed on any course until minimum numbers are reached.

## **Section II [Payment]**

4. Invoices are raised upon confirmation of the course and are payable within 14 days unless otherwise stated on the invoice. Bookings may not be held after 14 days from date of invoice.
5. All CITO training is subject to VAT at the current rate
6. For any course where companies are benefiting from a subsidy additional forms will have to be completed. If these forms are not completed, or in case of late cancellation of any places (see below) the business will be invoiced and liable for the cost of the subsidy, as well as the stated delegate price.

## **Section III [Cancellation]**

7. Due to the financial commitments CITO must make in arranging training, a cancellation period is strictly adhered to and no refund can be made after this date.
  - For all gas courses, electrical training, pool plant operators courses, cancellation is possible up to six weeks before the start of the course
  - Workshops and Seminars can be cancelled up to four weeks before the start of the event.

There will be an obligation upon the candidate's employer to honour any unpaid invoices relating to course applications when bookings are cancelled after the latest date for any course.

8. In the event a candidate is unable to attend a training event, the candidate or employer must contact CITO by telephone to receive further instruction. It is usually possible to transfer the place to another employee (an administrative charge of not more than 20% of the course fee may be required for courses with external verification). However cancellation of the place will not be possible outside of the cancellation period.
9. CITO may on occasion have to cancel a course at short notice if circumstances dictate. CITO will always endeavour to rearrange the course as soon as possible and at the least inconvenience to the candidate. In the event that this is not possible, CITO will refund the course fee in full.

## **Section IV [Grievance]**

10. In the event of dissatisfaction with any aspect of the training, CITO must be notified in writing within 7 days of the course.

**May 2008**